

RUN MAINE GUIDELINES FOR SAFE ROAD RACING EVENTS

Under the auspices of the MDI Marathon, an official RRCA Club

These tips may be reproduced, courtesy of the Road Runners Club of America

1. SCOPE:

Races must follow RUN MAINE guidelines below to become a sanctioned and recommended event, and to enjoy the benefits.

The guidelines that follow were written to enhance the safety and enjoyment of road racing events. Any person or group that is contemplating staging a road race must realize the potential for personal injury and damage associated with racing on the roads. A club or fun run is not fun if human tragedy is involved.

What follow are safety considerations for each segment involved in the presentation and running of a road race. However, the guidelines are meant to be used as an aid in making the race safer and are not intended as a substitute for the use of common sense under existing circumstances. Those persons using these guidelines must understand that they are ultimately responsible for the conduct of a safe event.

RUN MAINE assumes no responsibility for injuries or damages to persons or property as a result of information contained in these guidelines.

2. GUIDELINES:

A. Preparation and Planning: All phases of the event, from assuring a proper water supply for the runners to arranging for race day volunteers, will benefit from adequate advance planning. In particular the safety of the participants in the event can best be served by addressing the following matters well in advance of the race start date:

(1) Date Selection. By planning well in advance a date can be selected which does not conflict with other events in the area either running or non-running and may provide the best opportunity to schedule around the "bad" weather months. To check for conflicting events be sure to review the event calendars printed in local running publications. Do not take for granted that you can get the same date year after year. Each year always select your date as early as possible.

(2) Site Selection. Advance planning may allow for a greater number of sites to choose from. In determining a site consider: whether shelter from possible weather conditions will be needed; whether there is adequate parking; whether the site is safely accessible or will participants be required to cross busy streets thus requiring additional traffic control. Railroad tracks have played havoc with several running events in the past; avoid them if possible in your course plan.

(3) Course Design. Hand in hand with site selection a proper course configuration can best be attained in advance. Consider the fact that the local authorities may have plans that would turn what you see today as an acceptable race course into the center of a major street repair tomorrow. Check with the local authorities as you begin planning for the event to avoid this problem. When contacting your local authorities contact all relevant authorities.

(4) Meeting With Key Race Personnel. Communicating with those persons who will be assisting you in putting on the event is essential. Meetings should be scheduled far enough ahead of the event to allow for proper coordination and planning. These key persons should be experienced in the area to which they are assigned or in turn be well instructed in their duties prior to the time the event starts.

(5) Race Liaison Person. One of the primary considerations in the planning of the event should be the selection of a race liaison person. This person should be accessible via the race communication systems at all times during the event. The race liaison person should be positioned so that he or she may be contacted immediately upon the occurrence of an incident, accident or injury and then be able to go directly to the scene. All key race personnel and all volunteers should be instructed that in the event of an incident, accident or injury that the race liaison person should be among those persons to be contacted concerning same. The race liaison person should have the following duties in the event of an occurrence:

- (a) To make a timely and direct contact with the person(s) and witnesses to the reported incident, accident or injury;
- (b) To assure any injured person that they will receive proper medical or other required attention;
- (c) To remain with or arrange for persons associated with the event to remain with the injured person, if necessary, to insure that the injured person does in fact receive proper attention;
- (d) If not already contacted to contact the necessary personnel to attend to the injured person;
- (e) To gather necessary information in order to report same to the police, race director and, if necessary, to the liability insurance carrier. The information to be gathered should include details as to how, where and why the incident occurred, names, addresses and phone numbers of the injured person and any witnesses and if possible, photographic documentation of the scene.

(6) Meeting With Local Authorities. Any required authorization from local authorities must be obtained long before the start date. Delay from government "red tape" must be anticipated. As noted above, the local authorities should be made aware of your date, site selection, the details of your course design and be asked specifically about plans they have that would impact on these items. Arrangements with local authorities for traffic control should be among the initial steps taken in planning the event. When contacting your local authorities contact all relevant authorities, for example not only contact the City of _____ but also contact it's street, parks and police departments and contact and applicable offices as well.

(7) Communication With Residents of Race Area. Maintaining good public relations with those businesses and residents impacted by the event should be a high priority. Make sure that these persons and entities are informed well in advance as to what they may expect on race day (i.e. specific street closings, length of the event) so that they can take the steps necessary to alleviate inconvenience to themselves, their customers, guests or families. It is suggested that churches, hotels, theatres and other businesses be contacted directly. Residential areas can be forewarned by placing signs up in the community in advance of the

event.

(8) Maintaining Control. Proper control of the event starts with advance planning, delegation of duties and communication. Strong leadership is required at the top and effective leadership means delegation of duties as it is highly unlikely that one person can do it all. Consider the magnitude of the undertaking and make sure that you are going to be able to put on an event of that scope; if not, limit it to what is within your capability. Don't bite off more than you can chew. Planning tips: Allow a minimum of 6 months advance time to plan the event. In addition to the above listed items you may need to devote time to obtaining race sponsorship and arranging for event advertising. Arrange to meet with the key race personnel 72 hours prior to the event for a comprehensive run through of their duties on race day.

(9) Sanitation. Lack of toilet facilities or a lack of sufficient toilet facilities can lead to poor relations with the local community that may affect the potential of your event being held in the same location in the future. A sufficient number of toilet facilities need to be provided. A rule of thumb of 1 toilet per 70 runners seems to be appropriate, but circumstances may vary. Advance planning is crucial if portable facilities will need to be delivered to your event site. Do not assume that facilities in nearby buildings will be available to your event. Make sure that if you are going to be dependent on the use facilities belonging to others that you have their advance consent and a means of accessing the facilities on the day of the event.

B. Course Design: A course design which takes into account the following factors should help maximize the safety of the race participants:

(1) Avoid Narrow Lanes At Start. Narrow lanes at the start are hazardous. This is where the race is most congested and runners may end up running into each other, running on medians, running over curbs or up and down sidewalks, all of which increase the chance of physical injury.

(2) Avoid Abrupt and Sharp Turns. Abrupt turns at the start can be hazardous because of runner congestion. Also avoid sharp turns where there is a "turn-around" within the course and at the finish where finishers must be directed into various chutes. Making the turns "too tight" or having too many turns within the course can each increase the risk of physical injury to the race participant.

(3) Avoid Areas Of Potentially Hazardous Footing. Hazardous or poor footing can be the result of construction in progress, bad road conditions due to disrepair or weathering, dirt surfaces which become muddy after or during a heavy rain, uneven railroad crossings, curbs and roads with unusually high crowns which slope to an undesirable degree. Some of these conditions can be observed beforehand by driving or walking the course, while others must be anticipated due to projected changes in the weather or planned construction by the local authorities. What may appear to be a safe surface in summer could be a quagmire or a pipeline ditch under construction by the time that Thanksgiving running event gets underway.

(4) Obtain Knowledge Of Potential Simultaneous Events. Be aware that another event could be scheduled to not only coincide with your event but may be designed to use a part of your planned course as well. Advance planning and inquiry on your part can avoid this problem.

(5) **Avoid Busy Streets and Intersections if Possible.** This will cut down on the amount of traffic control needed, lessen the exposure of the runners to someone disobeying traffic control and reduce the number of "irate" drivers.

(6) **Make Course Markings Visible.** It is recommended that each mile be marked so that runners may visually see the mark well in advance; however, locate the marker so that it is not a hazard to the participants or the spectators. Do not place the markers at water stops if possible as this causes an inconvenience to runners recording their splits on their watches.

(7) **Employ Trained Persons For Proper Course Measurement.** Proper course measurement is a matter for persons with the proper training, certification and knowledge. It is a disservice to the race participants and a possibly fatal mark against your event to have an inaccurately measured course. It is highly recommended that a USATF certified measurer or one of your staff who is under the supervision of a USATF certified measurer be used to measure the course.

C. Volunteers: The coordinating and instructing of volunteer workers in a race event is essential in maximizing the safety of the race participants. Often there are either too many volunteers who do not know what to do or too few volunteers to cover all the positions needed. Factors involved in coordinating and instructing the volunteers include the following:

(1) **Meeting With Volunteers In Advance Of Race Date.** Of first priority should be to organize the volunteers into the different areas of the race event in which they will be utilized. Well in advance of race day conduct meetings of the volunteers in each of these groups. Make sure that in each facet of the event that there are a sufficient number of volunteers who have been properly instructed as to their duties in that area. It may be advisable to place a member of your key race personnel as a head or coordinator of each of these areas.

(2) **Designation of a Volunteer Coordinator.** The use of a separate volunteer coordinator to gather and assign volunteers to specific jobs is recommended. The volunteer coordinator can supervise the pre-race organization of the volunteers and on race day will be the person who can be informed of where volunteers are needed and will be able to direct any overflow to the areas of need.

(3) **Instructing the Volunteers.** Be specific as to what duties the volunteers will be performing. If you have key race personnel or coordinators, you should delegate the duty of instructing the volunteers to them. Make a check list for each of them of information which needs to be passed onto the volunteers. Make sure that the volunteers are instructed as to a specific time of arrival on race day.

(4) **Volunteer Control on Race Day.** Make sure that the volunteers are instructed as to a specific time and place to meet on race day. Make sure that the meeting time is early enough so if you are short volunteers you can do something about it. Have persons present at the designated place to direct the volunteers to their posts. Make sure that the key race personnel check with the volunteers in each area to ascertain who has received prior instructions and who has not. For those who have not received instructions make sure that an informed person is assigned to direct them in the proper performance of the volunteer's duties.

(5) Volunteer Selection. Always plan for more volunteers than are needed. It is not enough to simply have a number of persons show up as volunteers. Sound discretion should be used in determining whether the volunteer possesses sufficient judgment and maturity for the task assigned. Consider the age and observed behavior of the volunteer. The placement of a pre-teen at an intersection where traffic may need to be directed is a prescription for disaster.

D. Entry Forms, Pre-Race Information and Packet Pick-Up: The pre-race sign up procedures offer a substantial opportunity to communicate safety and related information to the race participants. Do not place this information on the part of the application which is to be returned for entry. The following are considerations concerning race entry forms and packets:

(1) Entry Forms. It is suggested that the entry form should, at a minimum, communicate, the following information to the runner:

- (a) The name of the event
- (b) Date and time of the event
- (c) State if the race is sanctioned by the USATF and/or Road Runners Club of America
- (d) The course length and type of measurement used, and if the course is USATF certified, then the USATF certification number should appear on the entry form
- (e) Course description
- (f) Location of start and finish
- (g) Entry fee; late fee if applicable
- (h) Location, date and time of packet pick-up
- (i) Overall and age group awards to be presented, and a statement whether awards will be duplicated or not
- (j) What type of reported results can runners expect following the event
- (k) A waiver and release form (see below)
- (l) Warnings about weather conditions and appropriate training
- (m) Warnings against baby strollers, rollerbladers, skaters, head sets and pets
- (n) Description of available parking (i.e. proximity to the start/finish, restrictions on parking, cost, etc.)
- (o) Extras: How many water stations to expect

For longer races: what type of fluid replacement will be available; Medical assistance available; If and where split times will be called; Post-race activities; Course map; Name of charity being benefited, if applicable

The more information provided to the runner the greater the chance that proper judgment regarding entry of the race and the method and manner of running the race can be exercised, thus maximizing the safety of the runner.

(2) Waivers. The entry form should contain a waiver or release of liability to be signed by the race entrant or if a minor, his or her guardian. The suggested wording of this waiver or release is provided as an attachment to the guidelines. It is suggested that each individual sponsor, local authority or club be specifically named in the waiver or

release. It would be a good idea to include the name of the entity hosting the packet pickup as well. Many state laws require that for a waiver to be effective should be “conspicuous”. The meaning of “conspicuous” may vary from jurisdiction to jurisdiction, but generally if the waiver is on the front side of the entry form, is not hidden within some fine print regarding an unrelated matter and is captioned in large and bold type indicating that it is a “release” and/or “waiver”, it will be considered “conspicuous”. Additionally, check with any applicable insurance covering the event to make sure that your waiver complies with any requirements of that insurer. And don’t forget to provide a place below the waiver for the registrant to sign and date.

(3) Pre-race Information. Race packets provide a great opportunity to communicate vital information to the runner. In the packet should be included information concerning possible weather conditions so that the runners may hydrate and dress accordingly. Additional information involving the course layout, spacing of water stations, availability and location of fluid replacement drinks, placement of medical personnel and distance markers should be included. The appendix includes information concerning cold and hot weather conditions which could be used in the race packet. Additionally, it is recommended that a warning be included on the entry form or among the packet enclosures concerning baby strollers, rollerblades, skates, head phones and pets, as their participation may cause invalidation of sanctioning and insurance.

(4) Packet Pick-Up. The packet pick-up dates and location are usually a consideration of the race sponsors and associated charitable entities. However, when discussing this issue with them consideration needs to be given to available parking for the runners at the pick-up, whether busy streets will need to be crossed and therefore traffic control provided.

(5) On Line Sign Up. With the advent of the Internet, on line sign up has changed the manner in which most race participants now sign up for an event. The same information that would be included as part of the Entry Form, Waiver and Pre-race information can also be included as part of the on line sign up.

E. Start Line: The start line provides another and important opportunity to communicate safety information to the race participants, this and other considerations concerning runner safety and the start line are as follows:

(1) Water. Having water at the start of the race is important in assisting the race participants' effort to maintain hydration. This should be a high priority on all race days not just those which are hot and humid.

(2) Communicate with Participants. Any pre-race warnings or information can best be communicated at the start when all runners have assembled. Important prerace instructions are of no benefit to the runners if they do not hear them. If you have a public address system make sure it is in place and test it well before it is needed. Otherwise use a megaphone to amplify the starter's voice. Clearly mark or identify the start line so that the runners will know where it is.

(3) Starting Instructions. Give thought to what information must be imparted to the runners at the start in order to alleviate any confusion. Include necessary instructions concerning how the race will start and what are the finish procedures. Address any warnings concerning runners sharing the road with moving traffic, course conditions, hydration, weather, etc. Give a reliable countdown starting several minutes before the start to make sure the participants are given ample time to assemble for the

start. Watch your word selection so that you do not foster a false start.

(4) Congestion. If you have done your homework you have designed a course that is not too narrow at the start and is without sharp turns in the beginning. Therefore you do not have to be concerned about runner congestion at the start. However, in large races there seem to always be slower runners in front of faster runners at the start. This situation can in part be addressed in the start line instructions and it part by posting pace markers, from fast to slow from the start line back, at various spaces leading back from the start line. Be sure that any walkers are reminded to start in the very back; otherwise they could get run over. It is suggested that someone be assigned to review the start for children or other persons disregarding the prohibition against baby joggers, rollerbladers, skaters, head sets and pets.

(5) Wheelchairs. It is recommended for the safety of all that there be a separate starting time for wheelchair entrants well in advance of the starting time for runners. It is suggested that a 10 to 15 minute advance start be used. The Appendix contains additional information with considerations relevant to wheelchair and other physically challenged participants.

F. Traffic control: Traffic control is essential to safe racing. If you utilize the following information you can enhance the safety of the race participants:

(1) Police. Persons both on and off the course will recognize the authority of the police over that of race officials or volunteers. The police should be used to control the major traffic intersections involved in the race course. Therefore, the course should be reviewed with them as one of the initial steps in planning the race. It is a good idea to remind the police several times in advance of the event of the start date and of the specific duties that will be required of them. Early on race day the race director or other knowledgeable race personnel should ride the course with the law enforcement officer in charge to make sure he/she knows the course. Make sure that the police understand that motor vehicles are not to be allowed on the race course. Also, be sure the police are careful about allowing cars to cross on cross streets in front of runners.

(2) Communication System. Have your communication system set up so that you are not only in communication with the key race personnel but so that you can effectively reach the police on the course as well. The police may not even know when the race has started if you are not able to communicate that information to them.

(3) Traffic Barriers. Barriers will be needed for traffic control. Make sure it is understood in advance who will provide the barriers and when they will be set out on the course.

G. Spectator control: Related to traffic control is that of spectator control. In maximizing the safety of race spectators consider the following matters:

(1) Spectator Barriers. Barriers or fencing will be needed to keep spectators off of the racecourse and out of the flow of traffic at places where the crowd is large and open streets are near-by. It is best to have a solid barrier that cannot be inadvertently moved by persons leaning up against it. Where an area needs only to be designated for non-access, flags may be appropriate in place of a solid barricade.

(2) **Finish Line Area.** The finish line area is most likely to encounter crowd over-flow. Be sure to allocate sufficient barricades and flagging for use in this area. Be sure spectators don't stand in front of the clock if it's at the side of the road.

(3) **Volunteer Instruction.** Volunteers should be instructed as to proper crowd control and should assist in same. It is suggested that volunteers wear some type of identification so that spectators will respect their authority.

(4) **Police Presence.** Have police present at the start and the finish where the crowd will be the biggest. Their presence will help in gaining the attention of the spectators who may have failed to heed the barriers and requests of the volunteers.

H. Participant (runner) control: Please refer to Section E. **Start Line** above for discussion of communication with the runners at the start. Problems to be avoided concerning runner control are: runners going off course and unauthorized vehicles coming onto the course. The following are components of runner control that should assist in addressing these and other potential problems:

(1) **Lane Size.** Be sure that the runners' lanes are wide enough to accommodate the number of runners in the event. This is of extreme importance if the race course will be in whole or part upon on a road way where there will be one lane designed for runners and the other lane will remain open to traffic.

(2) **Marking the Course.** Place cones along the course for the runners to follow. Make sure that the police; barriers if appropriate, are placed at intersections.

(3) **Intersections.** In addition to barriers, be sure that police are stationed at major intersections and verify with the police before placing any volunteers at major intersections. It is necessary to keep the runners on course and all others off the course.

(4) **Water Stations.** Be sure to advise the runners in advance as to the location of water stations so that they may make a more orderly approach to and use of the water stations.

(5) **Pace Vehicle.** If using a lead pace vehicle, have a knowledgeable and reliable volunteer operating the vehicle or directing the driver. It is not advisable to use the police for this function as they may not know the course. Consider having a second pace vehicle in the event that the lead runners will lose the pack and the pack might then lose their way. The pace vehicle should be marked in front and back "Pace Vehicle" so that an over zealous road guard or police person does not try to divert the vehicle from the course.

I. Communications: A communication system is essential to the coordination of all aspects of a race in progress. Factors to consider in this regard are:

(1) **Aid Stations and Persons With Access to An Automated External Defibrillator (AED).** All medical aid stations, water stations and persons with access to an AED that is present for use during the event should be coordinated through hand held communication capabilities in order to deal with any emergency that may arise. This

assures that runners are no further away than an aid station from informing you of a problem and from requesting assistance.

(2) **Ham Operators and Hand Held Communication Devices.** Ham radio operators in your local area should be contacted to determine if they can assist in helping you set up a communication system. Make sure to remind them periodically and immediately prior to the race date of their commitment. Other hand held communication devices can be used. You may obtain them through rental or purchase. Make sure in advance that the device's range will cover the area encompassed by your event. Also be sure that each person using the device is aware of the communication channel(s) to be used and that they should limit conversation to essential information only.

(3) **Key Personnel.** All key personnel should be on the communication network during the course of the event.

(4) **Radio Operation.** All personnel connected with the race, in any capacity, should know where the radios are located and where the radio operators are stationed. All persons who are to use the communication system should be made familiar with its operation prior to the start of the event. The radios should be tested and the power supplies checked in advance of the race date.

J. Water stations: In order to maximize runner safety, these matters should be given attention in regard to water stations:

(1) **Distance Between Water Stations.** Judgment should be exercised in determining the distance between each water station. Consider the time of year, the weather conditions, the length of the race and the number of participants when making this determination. Whatever the pattern to the water stations make sure that the runners are well informed in advance of the start as to their location.

(2) **Location.** Do not locate the water station on a downhill. Runners are traveling faster downhill and it is harder for them to stop. It should be anticipated that there will be a certain amount of water spilled on the course at water stations and it would be easier for a participant to slip going downhill. It is important as well to place the water station at a point where there is sufficient room for runners to slow and get the water while other runners who choose to by-pass the station can run unobstructed past the slowed or slowing runners. Also consider the tangent of the course when selecting the water station location. If the course is making a turn to the right and you locate the station on the left, the runners are more likely to by-pass the station in order to take advantage of the tangent. The water stations should not be located exactly at a mile marker but either before or after the actual marker as the attention of many of the runners will be diverted to their watches instead of watching for runners who have slowed to drink.

(3) **Staffing.** Anticipate that a certain number of the volunteers that have promised to show-up on race day will not. Therefore, schedule more volunteers for the water stations than is necessary to make up for this difference.

(4) **Cups.** As a rule of thumb have, at a minimum, one cup per entrant at each water station. If a hot and humid day is predicted have as a minimum two cups per entrant at each water station (anticipate that the runners will drink one cup and dash the other on themselves to help cool off). In order to minimize the amount of spillage use a smaller cup - 7 to 8 ounce cups are recommended. Always try to use paper cups in place

of hard plastic cups or Styrofoam cups. The hard plastic cups and Styrofoam cups tend to break when grabbed by the runners. Be sure that the water station volunteers have been instructed in proper cup handling such as not placing their fingers inside the cup, placing the cup on the palm of the hand or gently holding the cup around it's side in order to avoid spillage or an accident and not filling the cups to the very top as it makes them too hard to drink from. Latex gloves or other hygienically protective wear should be used by any volunteers directly placing their hands within a cup or coming in contact with water or other liquid being offered to race participants. Plastic or paper cups should never be reused.

(5) Water. If the water for the event is to be delivered, it is recommended that you remind the delivery source several times in advance and within 72 hours of the event of the amount needed and the requested delivery time. Using bottled water means that you have a finite supply on hand. If doing so, make sure to compensate for possible change in the weather conditions, which could cause an increase in need. If you are obtaining water from the local authorities, make sure that you have a key or any other apparatus to access the water. Anticipate that the local authorities might be doing repairs on the water system and the water could be shut off in the area of the event; this cannot always be anticipated but back-up provisions can be made if you are diligent about surveying the race course area for the several days and weeks prior to the race start date. Do what you can to check the quality of the water.

(6) Maintenance. For each water station have rakes on hand to clean up cup debris as soon as is practicable. Make sure that specific volunteers are assigned to the task of removing the debris from the course on a continual basis. Debris removal is imperative in a course where the same water station will be used by the runners on more than one occasion during the race. Make the best effort under the circumstances to keep the discarded cups off the course during the event. Locate trash receptacles strategically on the end of the water tables and a few yards past the water tables to encourage runners to discard the cups there. Make sure to provide plastic bags for the clean up.

K. Medical: Available on-site medical assistance is a mandatory requirement regardless of the race size or distance. The following are considerations concerning medical assistance:

(1) Space for Medical Team and Ambulance. It is important to provide a sufficient and convenient area for the medical team and ambulance to set-up at the finish. Consider having a second ambulance available at the halfway point of the race. Plan ahead so that if the ambulance must leave the race area that it will be able to do so quickly and efficiently and will not be snarled with the complication of crossing the racecourse or being caught in race generated traffic.

(2) Quantity and Quality of Medical Team. Make sure that the medical personnel are the right ones for your event. If they do not have prior experience with your type of event consider very seriously finding those that do. Make sure that you provide a sufficient amount of medical personnel to attend to the needs which may arise in the event. This determination will be based upon the number of race participants, anticipated weather conditions, type of racecourse and training of the medical team. Go over this information with the medical personnel and seek their advice as to the number of medical teams that would be required. In determining the proper quantity of medical personnel consider the scenario where two emergency situations arise and the only medical team or ambulance has already left the event due to the first occurrence.

(3) Persons With Access to An Automated External Defibrillator (AED).

With the advent of the AED, some races now have present on the racecourse persons trained in the administration of emergency assistance including application of the AED, in addition to the medical team. It is imperative that communication is established and maintained between the medical team, these persons and the event director. Having an AED present does little good if it cannot be used and administered in a timely manner. Good communication will go along way in preventing such an occurrence.

(4) Communication with the Medical Team. Make sure that the medical team is reminded prior to race day of the time at which they are needed to be set-up. Also have them included within the communication network you have set-up and make sure that they have been informed as to the proper operation of the communication equipment you are using. Consider in your plans how accessible each part of the racecourse will be for the medical team in case of an emergency and make sure to go over this plan with the medical team in advance so they will know what to do should such a contingency arise.

(4) Supplies. In advance of the race date review with the medical team those supplies they will provide, what they will need that you are to provide and what items you believe they should have available from your prior experience. Always arrange to have ice available to the medical team prior to the start of the event.

(5) Identification. Make sure that the medical team and medical tent are marked in an obvious way. Inform all volunteers as to the location of the medical teams and how best to communicate with them in the event of their need.

(6) Medical Emergency. Make sure that the volunteers are also instructed as to what actions they are to take in the event of a medical emergency. Such common sense matters as not moving a person who has sustained a head, neck or back injury need to be reviewed at the volunteer meetings in advance of the race date. All volunteers should be informed of the location of the medical teams and how to communicate with them in the event of their need. A hand-out entitled "Steps To Take In the Event of An Accident or Incident that May Involve Personal Injury" is included in the Appendix for use in instructing and reminding volunteers of procedures to follow in this regard.

(7) Use of CPR Trained Persons. It is suggested that either through the volunteer meetings or a questionnaire it be determined what volunteers have been certified in CPR. If possible have at least one CPR trained person and one person who is on the communication system at each and every water station as well as at any medical stations.

L. Weather: Once of the most crucial factors involving any road race event is also the least predictable: the weather conditions on race day. The following is a list of considerations involving the weather:

(1) Planning Ahead. As the race date gets nearer, the weather conditions will become more predicable. If it is going to be extremely hot, additional water stations and medical teams should be considered. Also the location of the finish line medical team should be moved as close to the finish line as is possible. As a rule of thumb, plan with the thought in mind that the conditions will be more extreme than predicated.

(2) Medical Team. If extreme weather is predicted make sure to contact the

medical team so that they are able to prepare in advance for any additional material or personnel they will need.

(3) **Lightning.** An electrical storm within the race course area within 1 hour of the start time should be considered potentially life threatening to runners, and a determination should be made at that time as to whether the race should be continued as scheduled, delayed until the storm has passed or cancelled altogether. When in doubt, the decision which protects the safety of the runners is the correct one to make.

(4) **Dehydration and Heat Exhaustion.** In extreme heat conditions the possibility of dehydration affecting runners and runners suffering heat exhaustion are increased dramatically. Adjustments can be made in advance of the race date by making sure that the runners are warned to maintain their hydration before, during and after the event and also by making sure that water is provided at the start of the race. Under extreme conditions the length in distance and time of the event must be considered, and if the combination of the length of exposure of the runners to extreme conditions presents a life, threatening situation, cancellation of the event must be considered. Included in the Appendix are information sheets concerning cold and hot weather which should be included in the race packets if applicable.

(5) **Shelter.** In both hot and cold extreme conditions shelter from the elements for the runners becomes important. Obviously shelter is something that must be arranged for well in advance and therefore must be considered as a part of your initial planning.

(6) **Start Time.** If from the beginning it could be reasonably expected that the race will start under extreme or close to extreme heat conditions an earlier start time than 8:00 a.m. should be considered.

(7) **Course Conditions.** Always drive over the course prior to the race start to ensure it is free of hazards. If a hazardous condition is found it may be necessary to mark the area with cones or in extreme cases to make a detour around the dangerous area. If the course has become slippery in spots due to rain, muddy run off or any other condition, make sure that at the start line the runners are cautioned as to the conditions and their location, if possible. If the general condition of the course has become extremely hazardous due to the weather, then a decision to delay or cancel the event must be made.

M. Finish line: The following are matters which should be considered for the finish line of the event:

(1) **Location of Finish Line and Chutes.** The chute area should always be located beyond or after the finish line itself. The actual distance from the finish line should be determined after considering the number of finishers, the length of the event itself and the physical dimensions of the finish line area. It is recommended that the opening of the chute should be at least 25 yards from the finish line. This is necessary in order to prevent a pile-up of runners at the finish line itself.

(2) **Runners to Stay in the Order of Finish.** To prevent possible injury it is important that the runners be told as they enter the finish chute that they are to stay in the order of their finish.

(3) **Wheelchairs.** The finish line chutes should take into consideration the width of the wheelchairs coming through so that they may move quickly through the finish

line process and not cause a delay or bottle-neck of finishers.

(4) Volunteer Instructions. The volunteers at the finish line should understand what is required of them. They should be instructed to warn runners to stay in line at the finish and to stay out of the way of those finishing the race

(5) Lead Car. Make sure that the lead car turns off the race course prior to entering the finish line area and that there are race personnel stationed at the turn-off point to direct the lead runners into the finish line area.

(6) Anticipate Mid-Pack Surge. The work of the finish line race personnel will intensify and be tested as the middle of the pack comes in. The volunteers should be warned of this from the beginning so that they are not caught unaware and so that a pileup at the finish line can be prevented. If there is to be any type of change in the finish line procedures because of the surge, make sure that all workers are aware of it.

(7) Persons Present In Finish Line Area. Make sure that only those persons essential to the finish line operations and associated with the finish line medical team are in the finish line area. All others should be kept back behind the barricades or flags and police assistance should be requested if those persons will not heed the race workers. Unauthorized persons in the finish line area can cause various problems including blocking the time clock, knocking over equipment, causing back-up in the chutes and causing physical contact with the finishers still on the course.

(8) Chip Mats and Chip Removal. Many races now make use of electronic chips for timing. Make sure that the chip mats are placed at the finish line with sufficient space provided for those persons removing the chips to work and to not cause a congestion problem for the participants as they finish.

(9) Water. Have water readily available for all finishers in close proximity to the finish line.

(10) Runners in Distress. Have the finish line workers instructed in the necessary procedures to contact the medical team in the event that a finishing runner is in distress.

(11) Equipment. Make sure that the person(s) in charge of the finish line equipment have sufficiently secured the equipment to prevent it from being blown down or about in high wind or from falling on someone. Make sure that finish and start banners are placed high enough to allow trucks to pass underneath without hitting them.

3. ACKNOWLEDGMENT AND DISCLAIMER:

RUN MAINE is grateful to all of the persons who have contributed in anyway to the preparation of these guidelines and their revision. Those persons using these guidelines do so with the express understanding that the guidelines are the result of the contributions of many individuals and as to the whole or as to any particular part thereof the guidelines are not necessarily the opinion or representation of the persons listed hereafter. RUN MAINE acknowledges that in the preparation of these guidelines that it has used written material originally prepared for the Long Distance Running Committee entitled "Recommendations of Standards Committee July 23, 1990" and written material originally prepared by and for the Road Runners Club of America, for all of which we are thankful. RUN MAINE / HARRA acknowledges the following persons who gave of their time, effort and

ideas in the revision of the guidelines in 2006: Paul Cooley, Bill Hadley, Dr. Robert Hoekman, Andy Stewart and Anna Sumrall Helm.

4. CONCLUSION:

The safety of the participants and spectators involved in a road racing event should be foremost on the minds of all persons planning and putting on the event. As stated in the beginning, these guidelines should be used as an aid in making road racing events safer and to that end it is contemplated that these guidelines should be continually evolving. Therefore, if you have suggestions, additions or corrections to the guidelines please submit them to HARRA, P.O. Box 270600, Houston, TX 77277 or via email to: www.harra.org.

5. APPENDIX: Attached to these guidelines are the following:

5. **APPENDIX:** Attached to these guidelines are the following:

Appendix A: Sample Waiver and release language for entry forms.

Appendix B: RRCA Guidelines to Facilitate Participation by Athletes with Disabilities

Appendix C: RRCA suggestions concerning Cold Weather Running

Appendix D: RRCA suggestions concerning Hot Weather Running

Appendix E: RRCA's policy on Headphone use in races

Appendix F: RRCA's policy on strollers and baby joggers

Appendix G: Steps to Take in the Even of An Accident or Incident that may Involve Personal Injury

Appendix A

Sample Waivers

The following pages contain sample waivers that the Road Runners Club of America affiliated clubs can use when printing race flyers, membership applications, and events where waivers are required.

Membership waivers are required by the insurance for all club members and should be incorporated in your club application form. It is not necessary to get their signature again for club runs, picnics, banquets, etc. Individuals need to sign an additional waiver when it is included on the race application specific to that event.

Race Waivers are included on the race application. Those clubs currently holding RRCA insurance may reject any race or club application that has been altered in any way. A club may also reject an application where incorrect information or signatures have been supplied.

Event Waivers are necessary when a casual club run or track work out includes individuals outside of your club when RRCA insurance has been purchased by the club.

Children's Programs. All children participating in the program must have a waiver signed by a parent or guardian.

Club Membership Application Waiver

I know that running and volunteering to work in club races are potentially hazardous activities. I should not enter and run in club activities unless I am medically able and properly trained. I agree to abide by any decision of a race official relative to my ability to safely complete the run. I assume all risks associated with running and volunteering to work in club races including, but no limited to, falls, contact with other participants, the effects of the weather, including high heat and/or humidity, the conditions of the road and traffic on the course, all such risks being known and appreciated by me. Having read this waiver and knowing these facts, and in consideration of your acceptance of my application for membership, I, for myself and anyone entitled to act on my behalf, waive and release the _____ Road Runners club and its officers and agents, all sponsors, their representatives and successors, including the Road Runners Club of America, its officers, directors agents and employees, from all claims or liabilities of any kind arising out of my participation in these club activities even though that liability may arise out of negligence or carelessness on the part of the persons named in this waiver.

Signature

Date

Parent's Signature if under 18 years

Date

Optional Clause:

I grant permission to all of the foregoing to use any photographs, motion pictures, recordings or any other record of this event for any legitimate purpose.

I understand that bicycles, skateboards, baby joggers, roller skates or inline skates, animals, and radio headsets are not allowed in the race and I will abide by this guideline.

Waiver on Race Application

I know that running a road race is potentially hazardous activity which could cause injury or death. I should not enter and run unless I am medically able and properly trained, and by my signature, I certify that I am medically able to perform this event, and am in good

health, and am properly trained. I agree to abide by any decision of a race official relative to any aspect of my participation in this event, including the right of any official to deny or suspend my participation for any reason whatsoever. I assume all risks associated with running in this event, including but no limited to: falls, contact with other participants, the effects of the weather, including high heat and/or humidity, traffic and the conditions of the road [insert any specific risks here, e.g. “the alligators who bask in the sun at the corner of 4th and Sunset St...”], all such risks being known and appreciated by me. I understand that bicycles, skateboards, baby joggers roller skates or blades, animals, and radio headsets are not allowed in the race and I will abide by this guideline. Having read this waiver and knowing these facts and inconsideration of your accepting my entry, I, for myself and anyone entitled to act on my behalf, waive and release the _____ Road Runners Club, the city of _____, and all sponsors, their representatives and successors from all claims or liabilities of any kind arising out of my participation in this event, even though that liability may arise out of negligence or carelessness on the part of the persons named in this waiver.

Signature

Date

Parent’s Signature if under 18 years

Date

Optional Clause:

I grant permission to all of the foregoing to use my photographs, motion pictures, recordings or any other record of this event for any legitimate purpose.

I understand that bicycles, skateboards, baby joggers, roller skates or inline skates, animals, and radio headsets are not allowed in the race and I will abide by this guideline.

Race Waiver for Specified Event

I know that running a road race is potentially hazardous activity which could cause injury or death. I should not enter and run unless I am medically able and properly trained, and by my signature, I certify that I am medically able to perform this event, and am in good health, and am properly trained. I agree to abide by any decision of a race official relative to any aspect of my participation in this event, including the right of any official to deny or suspend my participation for any reason whatsoever. I assume all risks associated with running in this event, including but no limited to: falls, contact with other participants, the effects of the weather, including high heat and/or humidity, traffic and the conditions of the road [insert any specific risks here, e.g. “the alligators who bask in the sun at the corner of 4th and Sunset St...”], all such risks being known and appreciated by me. I understand that bicycles, skateboards, baby joggers roller skates or blades, animals, and radio headsets are not allowed in the race and I will abide by this guideline. Having read this waiver and knowing these facts and inconsideration of your accepting my entry, I, for myself and anyone entitled to act on my behalf, waive and release the _____ Road Runners Club, the city of _____, and all sponsors, their representatives and successors from all claims or liabilities of any kind arising out of my participation in this event, even though that liability may arise out of negligence or carelessness on the part of the persons named in this waiver.

I grant permission to all of the foregoing to use my photographs, motion pictures, recordings or any other record of this event for any legitimate purpose.

I understand that bicycles, skateboards, baby joggers, roller skates or inline skates, animals, and radio headsets are not allowed in the race and I will abide by this guideline.

Name of Event: _____

Date: _____

Club Name: _____

Parents Must Sign for Participants Under 18 Years of Age.

Participant (Please Print)	Signature	Date
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Children's Running Program Waiver

The undersigned is the parent or legal guardian of the minor whose name appears below. I know that running is a potentially hazardous activity. I know that the minor should not enter and run unless medically able and properly trained. I agree to abide by any decision of a race official relative to the minor's ability to safely complete the risks associated with running in this event including, but not limited to: falls, contact with other participants, the effects of the weather, including high heat and/or humidity, traffic and the conditions of the road or track, all such risks being known and appreciated by me. Having read this waiver and knowing these facts and in act on my behalf, or the minor's behalf, waive and release the _____ Road Runners Club, and its officers and agents, the City of _____, all sponsors, their representatives and successors including the Road Runners Club of America, its officers, directors, agents and employees from all claims or liabilities of any kind arising out of the minor's participation in this event even though that liability may arise out of negligence or carelessness on the part of the persons named in this waiver. I further authorize and empower the event director to consent to and authorize any medical care or treatment for the minor which may appear reasonably necessary as a result of emergency, accident or illness of the minor whether occurring before, during or after the event. I grant permission to all of the foregoing to use any photographs, motion pictures, recordings, or any other record of this for any legitimate purpose. I understand that bicycles, skateboards, baby joggers, roller skates or inline skates, animals, and radio headsets are not allowed in the race and I will abide by this guideline.

Minors Name	Date
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Parent's or Guardian's Signature	Date
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When to Cancel/Postpone/Modify a Road Race due to Adverse Weather Conditions

(*) A road race should be cancelled, postponed, modified or shortened by an appropriate amount when:

1. The dew point is 80F or above at the start time. This information is available on the weather channel and from your local weather service. The RRCA Sports Medicine committee is making this recommendation due to the ease of accessibility of dew point information compared to Wet bulb globe temperature (WBGT) as a heat stress indicator. The American College of Sports Medicine (ACSM) recommends cancelling or modifying a road race when the WBGT is 82F. To figure out the WBGT requires the measurement of dry bulb, black bulb and wet bulb temperature. Of these, only the dry bulb is announced regularly on local weather stations. If your club would like further information on WBGT as a heat stress indicator, please request ACSM position stand on Prevention of Thermal Injuries during Distance Running.

2. Lightning is present. Send runners home if there is not adequate safe shelter for everyone to wait out the storm. Remember, trees are not safe shelter.
3. Hazardous footing on a race route, caused by ice, snow, mud, etc. Detour the race route from these areas.
4. Combined temperature and wind chill is below 5F: there is the risk of flesh freezing and hypothermia.

Remember:

1. When races are being held in extreme temperature conditions, either hot or cold, try to make an effort to educate the running community on proper dress, hydration and medication precautions. Refer to the RRCA hot and cold weather guidelines for further information.
 2. When holding a race in the heat always provide adequate fluids at the start, finish and frequent stops along the course.
 3. Whenever holding races in a cold environment, make sure that shelter, space blankets, and hot liquids (i.e. bouillon, sugared tea) are made available for after the road race.
 4. To be aware of local weather conditions for your area, such as tornadoes and advise runners accordingly.
- (*) It is the race and medical directors discretion whether to modify the race to a “fun run” and give out prizes randomly. Sponsors should be made aware ahead of time about complications due to weather conditions that could change the race format.

Appendix B

Guidelines to Facilitate Participation by Athletes with Disabilities

In 1979 the Road Runners Club of America published “Guidelines for Wheelchair Athletes”. Although a valuable resource in its time, changes in law, technology and the amount of information available to athletes and event directors require that the guidelines be updated and expanded to meet the needs of today’s event directors and athletes with disabilities.

The purpose of these guidelines is to provide information for event directors and athletes. It is hoped that these guidelines will facilitate the inclusion of athletes with disabilities in road racing events. The guidelines are not intended to cover all events or situations. Hopefully, the guidelines will foster discussions among event directors, members of the disabled community, law enforcement and public safety personnel and others involved with a particular event.

While the safety of all participants in a running event remains the paramount concern of any event director, these guidelines will help event directors focus on real safety concerns related to a specific disability and not concerns based on false perceptions, stereotypes or generalizations about athletes with disabilities.

Special thanks are due to the Physically Challenged Athletes Community of the Potomac Valley Association of USA TF for providing a significant beginning for these guidelines and to Barbara Chambers, Helene Hines, B. Michael Scrivens, Carl Sniffen and Jack Todd for their contributions to these guidelines.

Wheelchair Athletes

A. Application Form

1. If a separate wheelchair division is planned, it should be identified on the form.
2. On the form, state the athletes with disabilities are encourage to register early (prior to race day) so race officials can make necessary preparations.
3. Indicate a telephone number which athletes may call to obtain information about special concerns about the race, including course terrain or conditions, time limitations and availability of an early start.
4. If a course is deemed by the event director to be unacceptable for specific disabilities, the application form should state, “This course is not recommended for athletes with disabilities”.

B. Accommodations

1. If toilet facilities are provided, provisions for wheelchair athletes should also be made

C. Safety and Special Considerations

1. It is the athlete’s responsibility to maintain his/her own equipment
2. Additional safety or other concerns should be disclosed as far in advance of the event as possible. A separate telephone number for athletes with disabilities can facilitate the dissemination of this information as can written pre-race instructions.

D. Course Terrain

1. Unacceptable surfaces for wheelchairs to race on: long distances on grass, uneven pavement (i.e. curbs, potholes, cross country trails) and narrow bike paths.

2. Undesirable surfaces which can still be used by wheelchair athletes: roadways with railroad tracks, speed bumps, and similar obstructions.
3. Desirable surfaces: smooth pavement (i.e. roadways, wide bike paths, track surfaces); small hills are tolerable.
4. Elevation: Most courses do not present a problem in this area. However, hills with severe elevation changes (greater than 10%) might be difficult for some wheelchair athletes to negotiate. This information can be given to the athlete in advance either verbally (i.e. athlete may call a telephone number listed on the application) or by use of an elevation profile.
5. No sharp or abrupt turns at the bottom of hills
6. Well marked turn-around points. This is especially true with U-turns around cones.
7. Avoid finish lines at the bottom of a hill.
8. In the event of wet weather, wheelchair athletes and the event director should discuss whether to proceed. The determination of the event director is final.
9. Event directors should consider consulting with athletes with disabilities in the planning stages of the event to provide a safe and manageable course.

E. Race Day

1. Pre Start

- a. A head start will be provided for the safety of both wheelchair athletes and foot runners. The following guidelines are recommended:

5K – 2 to 3 minutes

10K – 4 to 5 minutes

Marathon – 10 minutes

In determining the amount of head start, consider all relevant factors including police scheduling, the length of time the course is open, course terrain, and number of participants.

- b. Provide pre-race instructions to update information concerning course changes, weather and other changes which may impact the event.

- c. Use separate timer for the wheelchair division or carefully note and add time elapsed between the two starts to the finish time of the wheelchair athletes.

- d. Chute(s) for wheelchair athletes should be clear and at least 32' wide. A separate chute devoted to wheelchair athletes may be considered.

2. During the Race

- a. generally, lead wheelchair athletes need some form of lead vehicle whether car, motorcycle or bicycle at least until the lead wheelchair has taken over by able bodied runners. Whether or not a lead vehicle is available, course monitors should be notified that wheelchair athletes may precede the rest of the field. Monitors should be familiar with course direction to properly direct athletes along the race route. Monitors should also be alert to direct wheelchair and able bodied athletes in such a manner so as to avoid collisions at turn around points.

- b. Wheelchair athletes who are involved in mishaps may be assisted in remounting. While remounting, the athlete can't impede the progress of other racers. No forward assistance may be provided.

- c. A wheelchair racer can be disqualified for causing a crash or a spill as a result of

unsafe racing tactics or inadequate maintenance to his/her racing wheelchair components.

d. Wheelchair athletes may not compete for a prize/award using an illegal wheelchair. Formal documentation on legal racing wheelchair specifications can be found in the National Wheelchair Athletic Association Handbook or in USATF's 1993 Competition Rules.

e. The winner of the wheelchair division will be determined when the front wheel of the chair breaks the plane of the finish line.

3. Post Race

a. Some equity should be observed when issuing prizes and awards.

Athletes Using Crutches

When competing, people using crutches need a two or three foot wide area. A minimum of five minutes head start will provide a level of safety for both the athletes with disabilities and the able-bodied runners. Some athletes may need more time. The head start should be calculated by subtracting the length of time the course will be open by the anticipated finish time of the athlete. Athletes needing a head start shall be advised that the athletes are responsible for their own safety until the course is officially opened. If the course is on a roadway, athletes can participate on the sidewalk or the side of the road. The sense of competition and accomplishment is much greater if the athlete finishes when the course is still open.

Visually Impaired Runners

A. Visually impaired runners should supply their own guides. Alternatively, race officials could request a volunteer guide from the pack of runners. In 25 most cases, it is not hard to find a volunteer guide who can run at the athlete's pace.

B. If the course requires everyone on the course to have a number, the guide should be issued a free or special number since the guide is not competing. Event directors may choose to provide a finish line and place for the guide to avoid confusion in the results area.

C. Visually impaired runners are generally capable of starting with the pack and will complete with other members of their age group. A separate division for visually impaired runners may be considered whenever a large number of visually impaired runners participate in the event.

Additional Considerations

A. Each event is different. The needs of athletes with disabilities will also vary depending on the event and the athlete. Race officials and athletes with disabilities should consult with each other as well as city and police officials to determine what accommodations may be required and whether or not the accommodations can be provided in a particular case.

B. Often, no award categories are provided for athletes with disabilities other than wheelchair athletes. Consideration should be given to announcing the names of the top ten finishing non-wheelchair athletes with disabilities, even if no award is presented.

Resources and Reference List:

For additional information, contact the resources and references listed below.

Achilles Track Club
American Athletic Association of the Deaf
Wheelchair Sports, USA
United States Association for Blind Athletes
United States Cerebral Palsy Athletic Association

Appendix C

Cold Weather Running

Outdoor exercise does not need to be discontinued in the winter, but modifications are necessary to aid in the prevention of hypothermia (lowered body temperature), frostbite and falls.

1. **Plan your run.** You will be less likely to get chilled if you run into the wind as you start with the wind at the finish.
2. **Check the weather conditions before dressing for your run.** This will aid in proper clothing selection.
3. **Do not overdress.** Start off feeling a little cool, since body temperature will start to increase once one has started running. Excessive clothing will produce sweating. This will allow body heat to be lost rapidly, thus increasing the risk of hypothermia.
4. **Dress in layers.** The inner layer should be a material that “wicks” perspiration away from the skin (i.e. polypropylene, thermax, etc.). The middle layer is for insulation and the absorbing moisture (i.e. cotton shirt). This layer is often not necessary for legs. The outer layer should protect against wind and moisture (i.e. nylon); ideally, it would also allow moisture to escape (i.e. Gore-tex).
5. **Be careful of gaps of bare skin between gloves and jackets.** These areas can be vulnerable to frostbite.
6. **Wear a hat and mittens or gloves.** More than 25% of body heat can be lost through the head. In extreme cold protect your neck and face with a scarf or neck gator. Petroleum jelly works well on exposed areas, such as the nose. On windy days consider wearing goggles or eye glasses.
7. **Drink plenty of water.** Even though the temperature is cold, you can still lose fluid, just as in the summer.
8. **Wear reflective gear and light colored clothing if you have to run in the dark.** Dress in bright colors if it is overcast, snowing, or hazy to contrast the surroundings.
9. **Wear ID.** Tell someone where you are going and what time you expect to get back.
10. **Remember: some days it is safest not to run.** Roads can be covered with ice which can lead to falls or cars sliding into you.

These guidelines may be reprinted with credit to the Road Runners Club of America

Appendix D

Hot Weather Running

Running in the heat can be dangerous if the proper precautions and preparations are not followed. The following are some of the RRCA Sports Committee's recommendations for running in a hot environment:

1. **Avoid dehydration!!** You can lose between 6 and 12 oz. of fluid for every 20 minutes of running. Therefore, it is important to pre-hydrate (10-15 oz. of fluid 10 to 15 minutes prior to running) and drink fluids every 20-30 minutes along your running route. To determine if you are hydrating properly, weigh yourself before and after running. You should have drunk one pint of fluid for every pound you're missing. Indicators that you are running dehydrated are a persistent elevated pulse rate after finishing your run and dark yellow urine. Keep in mind that thirst is not an adequate indicator of dehydration.
2. Run in the shade whenever possible; avoid direct sun and blacktop. When you are going to be exposed, apply at least SPF 15 sunscreen. Not only can the sun affect your skin, but its rays can affect your eyes, so when it is sunny wear sunglasses that can filter out UVA and UVB rays. Wearing a hat with a visor will not only shade your eyes but also the skin on your face.
3. When running, if you become dizzy, nauseated, have dry skin or the chills...**STOP** running and try to get a drink. If you do not feel better, get help.
4. If you have a heart or respiratory problem, or you are on any medication, consult with your doctor about running in the heat. In some cases it may be in your best interests to run indoors. Also, if you have a history of heat stroke/illness, run with extreme caution.
5. Children should limit their running in the heat due to their lower tolerance of heat.
6. Avoid plastic sweat suits, late morning races, salt tablets, and consuming drinks with high sugar concentration. Avoid running ill.
7. DO wear light colored clothing, check hair and body for ticks after running in the woods, drink plenty of water, listen to the race director's pre-race announcements regarding the heat/humidity prior to racing, and tell someone your running route.

Ayne Furman, DPM and Cathy Fieseler, MD

These tips may be reproduced, courtesy of the Road Runners Club of America

Appendix E**Approved 6-1-1991****RRCA Guidelines on Headphones**

Approved June 1, 1991

Kansas City, MO

The Road Runners Club of America recommends against the wearing of HEADPHONES in races. The RRCA also urges extreme caution in any use of HEADPHONES in training or routine running, particularly isolated areas.

HEADPHONES can prevent a runner from hearing approaching vehicles. HEADPHONES, particularly on a woman runner, may aid a potential attacker intent on assaulting a runner due to the inability of the runner to hear.

The RRCA regards HEADPHONES as a safety hazard in a running event and recommends that RRCA sanctioned races prohibit the wearing of HEADPHONES.

Appendix F**June 10, 1989****Road Runners Club of America Votes National Guidelines On Baby Strollers/Joggers in Races**

Colorado Springs, CO. The Road Runners Club of America voted at its annual business meeting, June 10, 1989, to recommend guidelines against the usage of baby joggers or strollers in road races.

The approved guideline reads as follows:

“The Road Runners Club of America strongly recommends against the participation of baby strollers/joggers in road races and against race organizers creating baby stroller divisions.

The reason for this recommendation is that the inclusion of strollers in races increases the potential for injury to race participants and children.

The RRCA has no objection to and does not discourage the safe and prudent use of strollers or baby joggers in training situations.”

Appendix G

**STEPS TO TAKE IN THE EVENT OF AN ACCIDENT OR INCIDENT THAT
MAY INVOLVE PERSONAL INJURY**

If a person has been injured and requires emergency assistance:

1. Contact the emergency medical personnel assigned to the race.
2. If you are unable to make a contact with them call 911 and request emergency assistance.
3. **In any event DO NOT attempt to move any person who has sustained a neck or back injury!**
4. Obtain the name and address of the injured person. Reassure the injured person that all action is being taken to see that proper medical assistance is on its way and that they will be properly cared for. Do not leave the injured person alone. Make sure they know they are being provided for and that they are not being abandoned. Once the injured person is in the hands of the medical personnel or the injured person's medical situation is one whereby he or she is not in jeopardy or in the event that the incident does not involve injury to a person, proceed with the following:
5. Notify the race liaison person who is _____. You may notify this person by _____.
6. Notify the police if the law may have been broken.
7. Obtain the name and address of any witnesses to the incident.
8. Make a report to the race liaison person as to the details of the incident stating when it happened, where it happened, how it happened, the names and addresses of the injured person or other persons involved and any witnesses.